

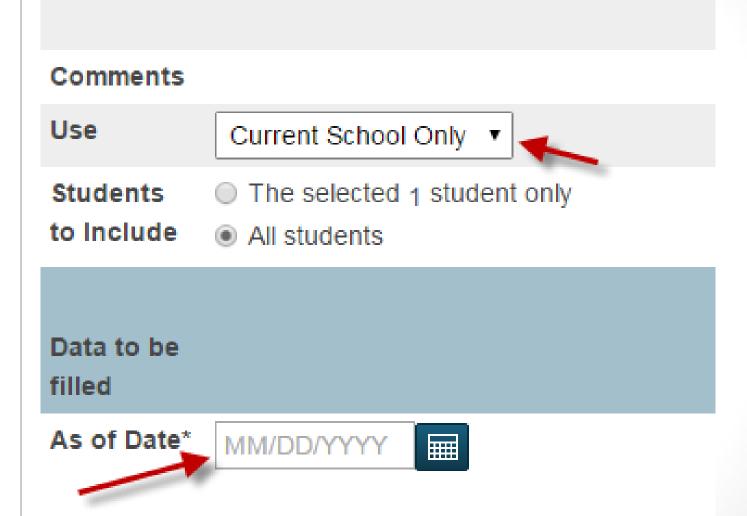
PowerSchool State Reporting Tips

Statewide Data Conference 2015

General Tips

- Start early and utilize the test window!
- Reference the 2015-2016 State Reporting Data Dictionary
- Run files from each building vs.
 District Office

Building Level Files



Fall/Spring Submission Tips

- Use the current date when running extracts during the school year.
- Use the last day of school once the year has ended.
- Run the Refresh Premier Attendance Views Data before running extracts.
- PowerSchool version 8.0 or above are only supported.

State Reporting Tips

- Confirm that all students have State IDs
 - Search for State_StudentNumber=



State Reporting Tips

- Keep current with PowerSchool State Reporting Updates.
 - Next update should be released sometime on 8/14.



Student Enrollment Records

Summer Transfer Process

- Students who leave the district during the summer should be transferred out using the first day of school.
 - Enrollment->Functions -> Transfer Out of School





Summer Transfer Info Screen

Transfer Information **



Adair, Brandon 10 42841 AGHS2 Transferred Out

Current Enrollment				
Entry Date / Code		Exit Date / Code		Grade
08/24/2015	1	08/24/2015	1	10

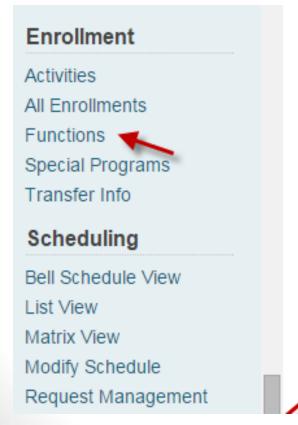
Previous Enrollments				
Entry Date / Code	Exit Date / Code	Grade		
08/20/2014	1	06/30/2015	14	9

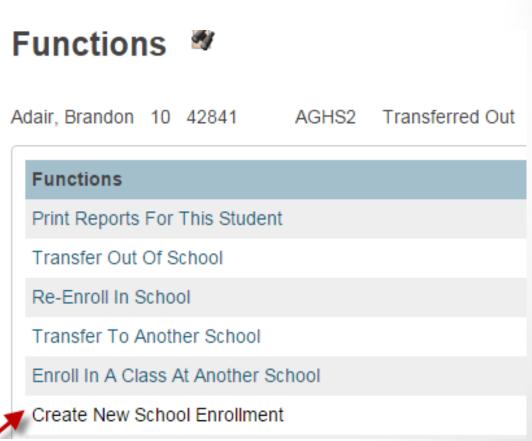
Enrollment Status Changes During School Year

- Example: A student changes from Enrolled (1) to Open Enrolled In (2).
- Process: New School Enrollment records are required for enrollment status changes during the school year. This includes IEP Level changes.
 - This will ensure that course enrollments, grades and attendance remain intact.
 - Do NOT simply adjust the Entry Code on the Transfer Info screen.

Enrollment Status Changes

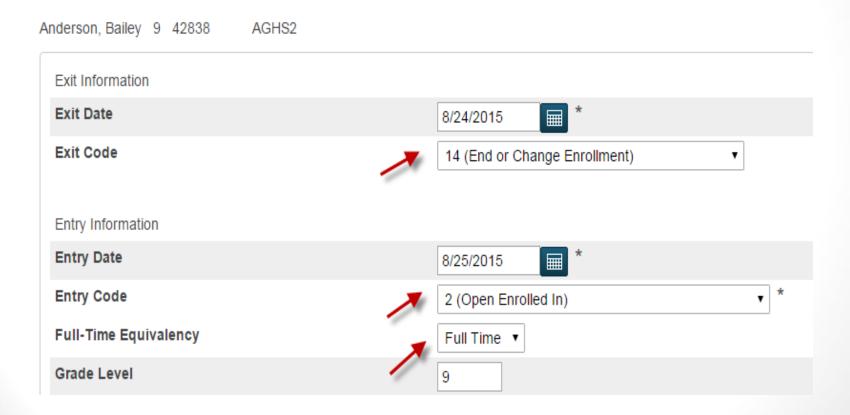
Enrollment -> Functions -> Create
 New School Enrollment





Enrollment Status Changes

New School Enrollment Info





Attendance Errors & Troubleshooting

Attendance Calculation

- Components of attendance calculation:
 - Calendar Setup
 - 2. Full-Time Equivalences
 - 3. Attendance Conversions
 - 4. Attendance Codes

1. Calendar Setup

- Confirm that the School Calendar is setup for the entire school year.
- Verify that each school day has:
 - 1. Cycle Day
 - 2. Bell Schedule
 - 3. School In Session Checked
 - 4. Membership Value of "1"

Calendar Setup

Complete example:

Date	Cycle Day	Bell Schedule	School In-Session	Membership Value
Thu, Aug 20	B Day ▼	Regular Schedule ▼	•	1
Fri, Aug 21	A Day ▼	Regular Schedule ▼	•	1

2. Full Time Equivalency (FTE)

- Confirm that the student has the correct FTE assigned.
 - Enrollment->Transfer Info ->Current Enrollment->Full-Time equivalency



3. Attendance Conversions

- Attendance Conversions determine how daily/meeting attendance is calculated at each school.
 - School ->Attendance Conversions
- Period or Code conversions should be setup for each FTE.

FTE	Period		Code
Regular Day Conversion			
Full Time	Defined	11	(NONE)
Part Time	(NONE)		(NONE)

Conversion Values

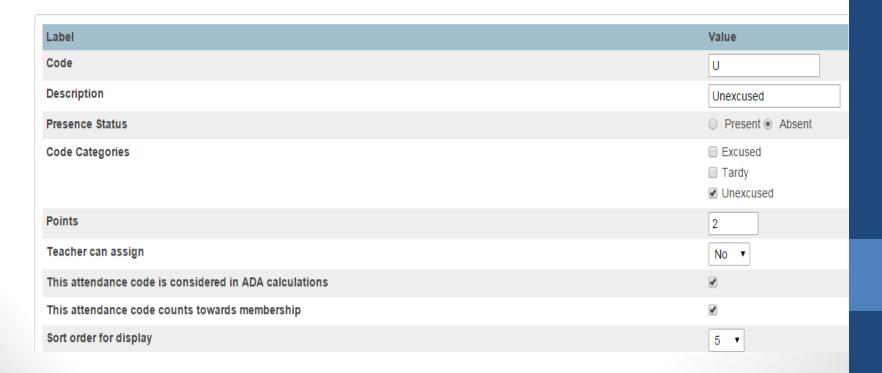
- Verify that the values are entered correctly.
 - 1 = Full Day Present
 - $.5 = \frac{1}{2}$ Day Absence
 - o = Full Day Absence

Periods Absent	Day Attendance Value
0	1
1	1
2	0.5
3	0.5
4	1

4. Attendance Codes

 Verify the attendance codes are set up correctly for each school.

Edit Attendance Code



Refresh Premier Attendance

Any changes to FTEs, attendance codes, or conversions require you to run the Refresh Premier Attendance function.

Special Functions -> Attendance Functions -> Refresh Premier Attendance Views Data

Attendance Troubleshooting

- Verify the school Entry Date is correct.
- Verify that students course enrollment dates are not before the School Entry Date.
- Utilize the ADA/ADM by Student report System Reports ->System> ADA/ADM by Student

Membership and Enrollment

ADA/ADM by Date

ADA/ADM by Student

ADA/ADM by Minute

Attendance Troubleshooting

	Student Number	Name	Grade (Track)	School Number	School	Entry Date	Exit Date	Membership	Attendance	Off Track Days	Days Not Enrolled
1.	2011200	Acey, Pam EF	11	100	AGHS1	06/01/2014	06/01/2015	262.00	259.50	0	0
2.	42685	Ackerman, David	10	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
3.	27973	Ackerman, Stan	10	100	AGHS1	03/13/2015	06/01/2015	56.00	-56.00	0	206
4.	1000036	ADAMS, Wanda	9	100	AGHS1	06/01/2014	04/28/2015	238.00	238.00	0	24
5.	2011235	Aker, Pearl EF	12	100	AGHS1	10/06/2014	06/01/2015	171.00	171.00	0	12
5.	2011235	Aker, Pearl EF	12	100	AGHS1	06/18/2014	10/06/2014	79.00	78.00	0	12
6.	2011171	Allen, George EF	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
7.	1000027	ALLEN, Ivan	9	100	AGHS1	06/01/2014	05/05/2015	243.00	243.00	0	19
8.	32879	Allred, Kathleen N	10	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
9.	36494	Alu, Anthony JH	10	100	AGHS1	10/20/2014	06/01/2015	161.00	161.00	0	0
9.	36494	Alu, Anthony JH	9	100	AGHS1	06/01/2014	10/20/2014	101.00	101.00	0	0
10.	42765	Anamosa, Erin DISTRICT	10	100	AGHS1	06/06/2014	06/01/2015	258.00	258.00	0	4
11.	30201	Anamosa, Paul DISTRICT	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
12.	38642	Andersen, Apaulo J	9	100	AGHS1	03/06/2015	06/01/2015	61.00	61.00	0	201
13.	41656	Anderson, Erik JH	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
14.	39204	Anderson, Jay V	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
15.	38349	Anderson, Justin W	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
16.	38594	Anderson, Nancy EF	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
17.	1000011	ANDERSON, Timothy	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
18.	42782	Andrews, Samantha Lynne	9	100	AGHS1	08/18/2014	06/01/2015	206.00	206.00	0	56
19.	42420	Aniston, Jennifer KS	11	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
20.	37200	Ashcroft, Michael EF	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
21.	34701	Attridge, Jordan EF	9	100	AGHS1	06/01/2014	06/01/2015	262.00	262.00	0	0
22.	42780	August, Trudy	9	100	AGHS1	04/30/2015	06/01/2015	22.00	22.00	0	53
22.	42780	August, Trudy	9	100	AGHS1	08/08/2014	04/27/2015	187.00	187.00	0	53
							Total	5189.00	5073.50	0	575
							Average	19.81	19.36		



Homeroom/ Teacher Folder Numbers

HomeRoom/Teacher Folder Numbers

- Each teacher assigned to students needs to have a Teacher Folder Number assigned to them.
 - Staff -> Staff Information -> StatePrID



8746912

Questions??